

JOHN WAIHEE
GOVERNOR



STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
AND GENERAL SERVICES

P. O. BOX 119
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JAN 28 1991

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RUSSEL S. NAGATA
COMPTROLLER
ROBERT TAKUSHI
DEPUTY COMPTROLLER

COMPTROLLER'S MEMORANDUM NO. 1991-5

TO: Heads of Departments
ATTN: Administrative and Fiscal Officers
FROM: Russel S. Nagata, Comptroller
SUBJECT: Revised Agency Internal Journal Entry, SAFORM A-20

This is to inform departments that a revised Agency Internal Journal Entry, SAFORM A-20 will be implemented on March 1, 1991. The new form will be available from Central Purchasing starting February 22, 1991. The remaining quantities of the old form will be used only for transactions up until February 28, 1991. For any transaction after that date, departments and agencies will be required to use the new form.

Attached for your information is a sample copy of the revised form with the specific changes described below:

- 1 Moved "REF DOC NO" and "SFX" to each detail transaction line between "S/L ACCT" and "AMOUNT".
- 2 Added a modifier field ("MOD") between "AMOUNT" and "REV".
- 3 Expanded the form to fit on 8 1/2" x 14" paper.
- 4 Changed date of form to March 1, 1991 (REVISED).

Should there be any questions regarding this memorandum, please call Ms. Dona Kang of our Systems Accounting Branch at 548-3895.


RUSSEL S. NAGATA
Comptroller

Attachment

STATE OF HAWAII

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DATE _____

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DEPARTMENT _____

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